

~~SECRET~~

ILLEGIB

EE/Admin/

25X1A

1. Number of Projects, by type, which require the preparation of logistic annexes _____
 2. Number of Requisitions Prepared per Month 25
Number of Line Items on above 170
 3. Property Disposal Actions prepared per month Very rare
Man Hours involved _____
 4. Number of Cables and Dispatches prepared per month 50
 5. Man Hours spent in conferences and meetings 8 est.
 6. Man Hours required in the review of proposed regulatory issuances 40 est.
 7. Number of reports, internal and external, required and the subject
External none
Internal Very rare
 8. Type of records maintained and the man hours expended
Vehicle Records none
Property Records none
Real Estate and Construction none
Catalogs and Price Lists yes Now-no est.
Requisition logs and Files yes 10
 9. Number of actions per month on general service type activities - space, furniture, telephones
Major actions only 18 hours spent on present plans
- This data is not available - would require a serial examination of each active project to establish. An attempt will be made to secure this data as a result of present action to review projects in connection with present budget cuts.

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